



JOB DESCRIPTION

Title: Police Officer

Department: Police

Reports to: Police Sergeant

Pay Grade: 16A – 16H

Date Adopted: November 21, 2016

Previous Revision Date:

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☐ Exempt ☐ Salary

☒ Non Exempt ☒ Hourly

Union: ☒ Yes

☐ No

Job Summary:

Provide law enforcement and public safety services within the community including enforcement of criminal statutes and ordinances, traffic enforcement, crime prevention, patrol activity, accident investigation, resolution of domestic and other disturbances, prosecution support, and non-criminal public safety services. Work may be performed in a car, on a bike, on foot, or at headquarters. Employees often work without direct supervision and exercise independent judgment in performing duties within predetermined policies, procedures, and laws.

Essential Functions:

1. Use and tactical operation of patrol vehicle. Operate patrol vehicle in a safe and effective manner; uses emergency equipment to signal traffic stop; tactically positions vehicle behind stopped vehicle; use vehicle to control traffic by blocking intersection; navigate patrol vehicle to arrive promptly at the dispatched location; position police vehicle strategically when responding to calls.
2. Input and retrieve data from Mobile Data terminal. Enter data on computer keyboard installed in police vehicles. Read and decipher information on computer screens.
3. Maintenance of patrol and other departmental vehicles. Inspect vehicle for safe and efficient operating condition; operate fuel pumps and fills vehicle fuel tank; enter and exit vehicle quickly without assistance; operate vehicle in a safe and effective manner; utilize fire extinguisher as appropriate; acquire and store shotgun and rifle in vehicle rack; recognize and avoids potentially hazardous situations; change vehicle tires as necessary; perform minor vehicle repairs including replacing headlights and windshield wipers; check

patrol vehicle oil level and adds oil as necessary; complete vehicle maintenance forms; clean interior and exterior.

4. Transport prisoners, victims, witnesses and others. Operate vehicle in safe and effective manner to transport juveniles to detention center; crime victims to field location for identification of suspect; suspects to jail; intoxicated persons to detox center or medical facility. Search suspect before and after transportation. Search vehicle after transportation. Physically restrain persons in custody and maintain control over person being transported.
5. Participate in high-speed emergency and pursuit driving. Monitor and use radio during emergency and pursuit driving; analyze situation to determine need for medical or back-up assistance; use emergency equipment to respond to injury accident; use radio to broadcast suspect description and direction of flight.
6. Operate two-way radio and make and receive phone calls. Communicate effectively with dispatch, supervisors, and officers; monitor radio to insure awareness of all unit status location and need for assistance; monitor radio to record description of stolen vehicles, missing persons, suspects, and emergency situations; use handheld radio when out of vehicle; coordinate searches and calls for backup as necessary, checks criminal history, and driving record of suspects; coordinate apprehension of suspect with other units.
7. Perform non-radio verbal communications. Communicate effectively during situations such as to responding to general questions from the public, clarifying information on traffic tickets, resolving domestic disturbances, explaining social services available to victims, counseling distraught individuals, negotiating with subjects to surrender, advising suspects of their constitutional rights, testifying in court, placing suspects under arrest, exchanging intelligence information with other police agencies, investigating crimes, interrogating suspects, providing crime prevention information, and establishing professional rapport with the community.
8. Perform general patrol duties. Navigate to arrive promptly at locations; patrol area; locate suspect and observe violations of the law; gather and record information; effectively use radio and telephone equipment; observe locations of streets and business to develop knowledge of patrol areas; maintain surveillance on suspicious vehicles; perform foot patrol, checks doors, and windows; climb ladders to examine roofs for evidence of criminal activity, analyzes situations to determine whether crime has been committed, and whether arrest should be made; use map to obtain dispatched location; investigate alarms; use force to subdue subject; use deadly force to protect self and others; use police vehicle to prepare reports; determine appropriate referral and disposition in domestic cases; perform searches to include pat-down searches; differentiate between criminal and civil law; general on-site security; react quickly to danger; adapt to different people, behavior, and circumstances; understand legal standards and comprehends laws; arrest suspects; read Miranda rights; arrange for disposition of vehicle as necessary; execute arrest warrants; provides first aid; summon emergency medical care as necessary; and complete necessary reports.

9. Apprehension arrest and charging of suspect. Negotiate with suspect to persuade surrender; use hand-to-hand combat, baton, and other weapons to subdue suspect; run to pursue a fleeing suspect; maintain control over persons in custody; effect safe arrests; advise suspect of Miranda rights; transport suspects to jail; administer first aid and CPR; summons emergency medical care as necessary.
10. Traffic enforcement and stops. Investigate source of odors to include alcohol and drugs; recognize persons under the influence of alcohol or drug; perform field sobriety tests and breath tests; recognize traffic violations; issue traffic citations; operate hand-held or mobile radar to include manipulating tuning forks to verify calibration of calibrate radar.
11. Perform accident investigation duties. Question drivers and witnesses separately to obtain circumstances of accident; request records check on operator and vehicle; prepare and file accident reports; direct traffic at accident scene.
12. Handle domestic and other disturbances. Analyze situation and mediate between parties to arrive at temporary solution; contact appropriate officials; determine whether child abuse or neglect is occurring; differentiate between criminal and civil matters.
13. Performs criminal investigation duties. Complete field interrogation contact entry into the mobile data computer to record identification of suspicious persons; question suspects and witnesses in accordance with appropriate interrogation methods; list evidence obtained and location to document chain of custody; conduct arson investigations; analyze crime scenes; determine whether probable cause to obtain a search warrant exists; search persons and premises; remember and recognize wanted and missing persons; remember factual information during interrogation; disseminate intelligence information to other agencies.
14. Display proper search and seizure skills. Compose search warrant affidavit to obtain warrant; enter rooms with caution to search building; search apprehended suspect to obtain weapons or contraband; collect and package evidence to prevent contamination; conduct inventory searches and strip searches as necessary; coordinate building checks and searches; articulate probable cause for warrant to prosecutor, properly conduct and document searches; direct owner to sign acknowledgement of evidence seized in search.
15. Perform necessary duties at crime scene. Regulate entry to crime scene to protect from contamination; analyze crime scene to locate point of entry and exit, weapons or devices used, signs of forced entry, etc.
16. Use firearms safely and accurately. Exhibit safe and appropriate care and use of firearms. Clean and maintain firearms and qualifies with firearms; use firearms during duty situations as necessary; handle suspect and contraband weapons safely; understand and review department SOP concerning response to resistance.
17. Use of defensive and restraining equipment. Wear body armor, carry and handle police baton, electronic control device (Taser®), and place handcuffs on prisoners safely. Use defensive tactics taught by department.

18. Court preparation and testimony. Respond to questions from prosecutors, defense attorneys, and judges; mark and package evidence appropriately; review case reports and evidence prior to trial; recognize physical evidence and persons during testimony; organize facts and provide accurate testimony.
19. Citizen interaction. Refer public to criminal justice and social service agencies; suggest crime prevention methods to public; visit businesses and public to promote positive police contact; communicate with juveniles; give classroom presentations; counsel victims of crime.
20. Perform non-criminal public safety duties. Escort funeral processions, VIP's and ambulances; respond to medical emergencies; deliver death and other emergency messages; respond to general questions from the public; make area alerts and evacuate citizens; observe streetlight and road hazards to report to the appropriate City Department; subdue mentally deranged persons; respond to fire calls to block traffic; provide security to evacuated areas; search for missing persons.
21. Perform crime prevention and public relations duties. Inspect taverns and drinking establishments for violations; inspect homes for security; perform foot patrol, and establish rapport with community.
22. Perform secondary duties. May be assigned to secondary duties such as School Resource Officer, SWAT Team, and Field Training Officer.
23. Effectively address citizen inquiries and direct them to available resources.
24. Maintain positive relations with the community.
25. Keep confidential information confidential.
26. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
27. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
28. Perform other work which is consistent with the essential functions of the job.
29. Perform other duties as assigned.

Education and Special License(s)/Certifications:

High school diploma or equivalent required.

Must be 21 years or older on date of examination.

U.S. citizen

No felony convictions or serious misdemeanor.

Must possess a valid driver's license and maintain an insurable driving record.

Must reside within 45 minutes from Beatrice Police Department Station.

Must meet all of the entrance requirements for Nebraska law enforcement training center.

Possession and maintenance of a Nebraska State certification as a law enforcement officer as prescribed by Nebraska State Statutes through graduation of Nebraska law enforcement training center, within one (1) year of employment.

College level course work in Criminal Justice, Law, Public or Business Administration, Social Studies, or related field preferred. Bachelor's Degree preferred.

Experience:

None.

Skills:

1. Ability to communicate effectively in the English language, both in writing and orally.
 2. Ability to perform basic mathematical calculation.
 3. Ability to use a computer touch-screen and manual keyboard.
 4. Ability to operate 2-way radio, radar equipment, and make and receive phone calls.
 5. Ability to use firearms safely and accurately.
 6. Ability to perform basic first aid and CPR.
 7. Good oral and written communication skills.
 8. Organizational skills.
 9. Good analytical skills.
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Mental Requirements:

1. Ability to apply broad and general ideas or principals effectively to a particular problem.
2. Ability to fairly apply administrative and standard operating procedures to disciplinary actions.
3. Ability to recognize and avoid potentially hazardous situations.
4. Ability to understand and apply departmental orders, rules and regulations to police situations.
5. Ability to comprehend laws and abstract concepts and apply to specific situations.
6. Ability to apply judgment to police situations to effect appropriate resolution.
7. Ability to properly conduct and document searches.
8. Ability to organize facts and provide accurate testimony under stress.
9. Ability to understand and apply legal standards in performance of duties.
10. Ability to understand and apply departmental orders, rules, and regulations.
11. Ability to interpret orders and procedures.
12. Ability to analyze situations and determine proper response.
13. Ability to perform many functions simultaneously.
14. Ability to recognize suspicious behavior or unusual circumstances.
15. Ability to determine necessity for assistance.
16. Ability to recognize and remove health and safety hazards.

17. Ability to make decisions under stress.
 18. Ability to exercise caution and control fear in potentially hazardous situations.
 19. Ability to adapt to different people, behaviors, and circumstances.
 20. Ability to maintain effective working relationships with partners, superior officers and other police personnel.
 21. Ability to work without immediate supervision.
 22. Ability to differentiate between criminal and civil law.
 23. Ability to organize facts and accurately complete report, summons, and other forms.
 24. Ability to apply knowledge of medical and intervention techniques in domestic or other disturbances.
 25. Ability to quickly develop action plan.
 26. Ability to recognize potential chemical abuse/neglect.
 27. Ability to recognize narcotics.
 28. Ability to interrogate suspect and obtain information within lawful guidelines.
 29. Ability to determine proper charges.
 30. Ability to remain calm under stress and anger.
 31. Ability to disseminate intelligence and other information with and between department director and personnel.
 32. Ability to understand legal standards.
 33. Ability to apply knowledge of mediation and intervention techniques in domestic or other disputes.
 34. Ability to control anger and maintain professional demeanor.
 35. Ability to analyze and coordinate investigation of information to draw conclusive findings.
 36. Ability to evaluate alternative courses of action and select the most acceptable alternative and demonstrate common sense in handling field situations.
 37. Ability to follow rules or procedures while performing job duties.
 38. Ability to identify the similarities and/or differences in information gathered from different sources.
 39. Ability to use judgment prior to initiating actions.
 40. Ability to read and comprehend a wide variety of written material.
 41. Ability to retain and document various types of information.
 42. Ability to analyze a situation, identify the important elements and make logical decisions without undue delay.
 43. Ability to comprehend complex legal issues.
 44. Ability to analyze complex evidentiary situations.
 45. Ability to recognize a person from a mug shot.
 46. Ability to relate to other individuals of various ages, backgrounds, and circumstances.
 47. Ability to determine the proper use of deadly force.
 48. Ability to withstand prolonged periods of physical and mental stress or discomfort.
 49. Ability to establish priorities at emergency scene.
 50. Ability to interview crime scene principles and witnesses.
 51. Ability to recognize, collect, analyze, and interpret evidence.
 52. Ability to counsel distraught victims of crime.
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Physical Requirements:

1. Hand and eye coordination, physical strength and dexterity to use all police tools associated with the profession such as handguns, shotguns, electronic control device, handcuffs, and baton.
2. Possess a full functional lumbar range of motion.
3. Possess a full functional cervical range of motion.
4. Physical agility to safely operate motor vehicle in normal traffic and in high-speed emergency driving situations.
5. Ability to visually recognize and distinguish colors.
6. Ability to distinguish sounds encompassing a full range of tones and volumes.
7. Ability to detect a full range of odors such as narcotics, alcohol, smoke, and fumes.
8. Possess the visual stamina and acuity to operate a motor vehicle safely in both routine and emergency situations during all levels of illumination.
9. Possess the visual stamina and acuity to observe persons, places and things both close up and at a distance.
10. Ability to produce written reports, memorandums, field notes, and required forms.
11. Ability to sit in vehicle and type/read/decipher information on the computer keyboard and screen.
12. Physical strength to subdue violent suspect.
13. Physical agility to run, jump, crawl, climb, bend, reach, walk or perform other physical movements as required.
14. Ability to operate City vehicles.
15. Mobility to travel to various City locations.
16. Ability to sit and be attentive for extended periods of time.
17. Ability to speak to an individual or group for extended periods of time.

Supervisory Responsibility (Direct and Indirect):

None

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:

Tobias J. Tempelmeyer, City Administrator

November 21, 2016